

Recommended Actions



RECOMMENDED ACTIONS

1. Create New Appropriations Within Agencies & Approve Operating Transfers (4/5 Vote Required)

The following agencies experienced shortfalls in certain appropriation categories including Operating Transfers Out which were covered by appropriation of Unanticipated Revenue, Decrease of Net Assets Restricted or cancelled prior year encumbrances within their own agencies:

In accordance with Government Code Sections 25252, 29130, and Board Resolution 91-1143, direct the Auditor-Controller to:

Agency	Increase Revenues	Increase Appropriations
016 Recovery COP Lease Financing	\$ 1,370,800	Operating Transfer Out \$ 1,370,800
026 District Attorney	2,038,870	Operating Transfer Out 2,038,870
136 Community Social Programs	6,265	Operating Transfer Out 6,265
143 Jail Commissary	385,172	Operating Transfer Out 287,284
		Salaries & Employee Benefits 3,519
		Services & Supplies 94,369
14L Local Law Enf Block Grant	160	Other Charges 160
14W Welfare-To-Work Fund	2	Operating Transfer Out 2
15Q Pension Obligation Bond Amortization	173,397	Other Charges 173,397
293 Workers' Compensation ISF	538,075	Other Charges 538,075
29Z Life Insurance ISF	400,000	Other Charges 400,000
498 CFD 87-4 Series A 1997 Construction	2	Operating Transfer Out 2
TOTAL	\$ 4,912,743	TOTAL \$ 4,912,743

Agency	Net Assets Unreserved	Increase Appropriations
293 Workers' Compensation ISF	\$ 1,089	Miscellaneous \$ 1,089
TOTAL	\$ 1,089	TOTAL \$ 1,089

Agency	Cancelled PY Encumbrance	Increase Appropriations
038 Data Systems Dev Projects	\$ 12,658	Services & Supplies \$ 12,658
TOTAL	\$ 12,658	TOTAL \$ 12,658

2. Transfer Appropriations Between Budget Units within the General Fund & Approve Operating Transfers (4/5 Vote Required)

Agency experienced a shortfall in an appropriation category after all excess revenues were appropriated and transferred between categories, including Operating Transfers Out. Appropriations and Unanticipated Revenue were available in the Miscellaneous Agency (004) to cover these shortfalls.

In accordance with Government Code Section 29125, 29130, 25252 and Board Resolution 91-1143 direct the Auditor-Controller to:

Agency	Decrease Appropriations	Increase Appropriations
004 Miscellaneous	\$ 2,494,447	
016 Recovery COP Lease Financing		Operating Transfers Out \$ 2,492,000
045 Juvenile Justice Commission		Services & Supplies 2,447
TOTAL	\$ 2,494,447	TOTAL \$ 2,494,447

Agency	Increase Revenues	Increase Appropriations
004 Miscellaneous	\$ 6,553,612	
016 Recovery COP Lease Financing		Operating Transfers Out \$ 6,553,612
TOTAL	\$ 6,553,612	TOTAL \$ 6,553,612

RECOMMENDED ACTIONS (Continued)

3. Transfer Appropriations Within Agencies and Approve Operating Transfers (Majority Vote Required)

The following agencies recorded Operating Transfers Out in excess of appropriations provided for in the FY 2005-06 Final Budget or subsequent Board actions. Appropriations were available in other categories within these agencies to cover these shortfalls.

In accordance with Government Code Section 25252 and Board Resolution 91-1143, direct the Auditor-Controller to:

Agency		Transfer Agency Appropriations to Op Transfers Out	Transfer Agency Appropriations from:	
026	District Attorney	\$ 6,181,900	Salaries & Employee Benefits	\$ 2,226,100
			Services & Supplies	3,497,000
			Other Charges	300
			Capital Assets	458,500
027	Child Support Services	237,895	Salaries & Employee Benefits	237,895
060	Sheriff-Coroner	15,112,656	Services & Supplies	11,063,700
			Other Charges	609,056
			Capital Assets	3,439,900
081	Trial Courts	52,986	Other Charges	52,986
103	OC Meth Lab Investigation Team	10,128	Other Charges	10,128
122	Motor Vehicle Theft Task Force	37,237	Services & Supplies	37,237
12W	SSA Wraparound	6,498,974	Services & Supplies	6,498,974
136	Community Social Programs	8,490	Services & Supplies	8,490
143	Jail Commissary	536,783	Salaries & Employee Benefits	89,900
			Services & Supplies	210,800
			Other Charges	83
			Capital Assets	236,000
14Q	Sheriff-Coroner Construction & Fac Dev	859,896	Capital Assets	859,896
14W	Welfare-To-Work Fund	77	Services & Supplies	77
299	Integrated Waste Management Dept	4,218,267	Services & Supplies	4,218,267
TOTAL		\$ 33,755,289	TOTAL	\$ 33,755,289

4. Effective September 15, 2006, approve the new classification of Senior Legal Property Technician:

<u>Title Code</u>	<u>Title Description</u>	<u>Salary Range</u>
7454GE	Senior Legal Property Technician	A-49

5. Direct Human Resources to amend the master position control, subject to final classification review, as detailed in the *Position Change Summary*.

**POSITION CHANGE SUMMARY
FY 2005-06 FOURTH QUARTER BUDGET REPORT**

**DIRECT CEO/HUMAN RESOURCES TO AMEND THE MASTER POSITION CONTROL TO REFLECT THE FOLLOWING ACTIONS.
ALL POSITIONS ADDED WILL BE SUBJECT TO CLASSIFICATION ANALYSIS AND APPROVAL BY CENTRAL HUMAN RESOURCES.**

NOTE: Negative numbers in parentheses indicate deletions.

AGENCY #	AGENCY NAME	NO.OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS EXTENDED						
047	COURT OPERATIONS	1	L99739	DEPUTY SHERIFF I	TRIAL COURT FUNDING	06/30/07
047 COURT OPERATION LIMITED TERM EXTEND TOTAL		1				
060	SHERIFF-CORONER	3	L01171, L01172, L01174	FORENSIC SCIENTIST II	STATE FUNDING - PROP 172	06/30/07
		1	L99715	FORENSIC SPECIALIST	STATE FUNDING - PROP 172	06/30/07
		1	L99716	DEPUTY SHERIFF II	LAW ENFORCEMENT CONTRACT	06/30/07
		060 SHERIFF-CORONER LIMITED TERM EXTEND TOTAL		5		
TOTAL POSITIONS ADDED		0				
TOTAL POSITIONS DELETED		0				
NET TOTAL POSITION ADDS/DELETES		0				
TOTAL LIMITED TERM POSITIONS EXTENDED		6				
TOTAL LIMITED TERM POSITIONS CONVERTED TO REGULAR POSITIONS		0				

SENIOR LEGAL PROPERTY TECHNICIAN

DEFINITION

Under general supervision, to supervise and prioritize the work of employees in a property storage room where legal evidence is stored for safekeeping; to maintain records of the evidence or property as authorized and according to legal time provisions; and to perform other supervisory work as required.

CLASS CHARACTERISTICS

The Senior Legal Property Technician operates and supervises the daily activities in the property storage room and controls the inventory of an exceptionally large number and diverse items of property classified as legal evidence, to ensure its validity in a court of law, and for ensuring that property is accepted, released or disposed of only in accordance with departmental procedures and legal requirements. The subject class is different from the class of Legal Property Technician. The incumbent usually supervises the Legal Property Technicians and is responsible for the overall operation of all the evidence and property items stored in the warehouse. An incumbent's work is normally assigned and reviewed in terms of general objectives.

EXAMPLES OF DUTIES

1. Supervises and participates in the work of subordinates in storing and record keeping of property or evidence that may be used in a court of law.
2. Operates a diverse property storage room facility. Supervises and/or performs the documenting, identification, transporting, tracking and storing of property items classified as legal evidence; and conducts annual physical inventory. May operate a motor vehicle to transport various property items.
3. Plans, assigns, inspects and reviews the work of subordinates; assigns shifts and work stations; evaluates staff performance by conducting performance review interviews and composing performance evaluations of subordinates; and recommends staff merit increases.
4. Evaluates staff performance, conducts performance review interviews, prepares and signs performance reviews; conducts interviews of staff with performance problems, prepares interview/performance memos.
5. Prepares records and periodic reports relating to work in process and completed work.
6. Establishes and monitors quality assurance guidelines for the operation of legal evidence storage rooms. Maintains security and ensures condition of property or evidence.
7. Maintains and enforces safe work practices to ensure a safe facility and work environment including the health and safety of subordinate personnel.
8. Trains staff on policies and procedures; reviews work procedures and recommends or changes procedures to be more time/cost efficient or to be compliant with Department, legal and accreditation requirements.
9. Works closely with other law enforcement agencies, attorneys, or court personnel, on the status of property, evidence or case files in custody; ensures the proper chain of evidence; may be required to testify in a court of law.

MINIMUM QUALIFICATIONS

Must not have been convicted of a felony. Must pass an extensive background investigation and polygraph test to the satisfaction of the Sheriff-Coroner.

General Knowledge of:

Principles and methods of supervision, including motivation and development of personnel performing duties in a property/evidence environment.

Procedures for storing, documenting and controlling a variety of equipment and other items of evidence; techniques of lifting and moving heavy objects.

Provisions of the law and procedures related to handling, storing, and disposition of evidence; maintain detailed records and the chain of custody on property movement; recognize value of property as evidence and handle appropriately.

Maintain effective working relationships with officers of various law enforcement agencies, with officers of the Court, and with members of the public who make inquiries.

Techniques for gathering, compiling, analyzing and presenting information verbally and in writing.

Ability to:

Train and supervise legal property technicians; plan, assign, inspect and review the work of subordinates; assign shifts and work stations; handle disciplinary problems; compose performance evaluations of subordinates. Supervise the work of subordinates in storing and record keeping of property or evidence. Maintain detailed records on property movement; recognize value of property as evidence and handle appropriately.

Experience

Two years experience working in the property/evidence room, at the Orange County Sheriff's Department, receiving, storing, tracking, and releasing equipment and other property items that may be used as evidence in a court of law.

or

Two years of experience and/or education and training directly related to the required knowledge's and abilities. Education or training directly related to the knowledge and ability requirements may be substituted for the one year of experience at the rate of three semester units for one month of experience, and one hour of job-related training for one hour of experience.

PHYSICAL CHARACTERISTICS

Independent body mobility to stand, stoop, bend, twist, kneel, squat, and crawl while handling and/or disposing of property/evidence. Incumbents must have the ability to lift or carry up to 50 lbs. and push carts with evidence, repetitive use of hands, arms or shoulders to lift heavy objects and use a computer and barcode equipment for significant periods of time during a work shift. Speak English sufficiently and hear well enough to communicate clearly and understandably over the phone and during courtroom testimony.

ENVIRONMENTAL CHARACTERISTICS

Routinely interact with law enforcement, criminal justice officers, public & co-workers. Incumbents may have moderately difficult interaction and/or complex interpersonal contact with emotional and/or hostile individuals. Incumbents in this class generally encounter human biological specimens (including human blood and tissue) as well as firearms, ammunition, drugs, chemical solvents and other hazardous materials; work with equipment that is noisy and that generates heat; work inside walk-in refrigerators and walk-in freezers for evidence retrieval, storage and inventory; collection and disposal of biological or other hazardous waste.

License Required

Possession of a valid California Driver License by date of appointment may be required for some positions.